

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes

FROM:

C/OC-AMD

EXTENSION

NO.

OC-12008-85

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

8 JAN 1985

09 JAN 1985

2.

OC/MLS

8 JAN 1985

9 JAN 1985

3.

OC/EXA

9 JAN 1985

9 JAN 1985

4.

OC/OL/IMC

Archiving

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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OC 12008-85

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[Redacted Name]

Chief, Administrative Management Division, OC

SUBJECT:

OC-AMD Staff Notes - 24-28 December 1984

25X1

[Large Redacted Area]

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SUBJECT: OC-AMD Staff Notes - 24-28 December 1984

25X1

7. During the week, Panel MCN personnel strength remained at status quo. Panel N is 9 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 24 technicians under strength. Panel MCD personnel strength also remained at status quo. The Panel is currently 86 employees over authorized ceiling. There are 116 EOD students in training, while 15 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 60 personnel under strength.

8. An Office of Communications recruiting brochure is being prepared by AMD for applicants that will cover all the OC occupational disciplines. This brochure will cover job qualifications, benefits, starting salaries and job descriptions which will eliminate separate flyers for each occupational discipline and provide more information for the applicant to consider at his or her leisure.

9. AMD is again collecting from each OC Division their requirements for the 1985 Summer Only Employees Program. This will include the number of employees required and qualification needs, such as typing; it must be submitted to the Office of Personnel by 7 January 1985.

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